

ELECTRONIC TAX REPORTING USER GUIDE

Brew Pub Gallonage Tax Report

STEP 1

Visit the Web:

1. Visit the web at www.IowaABD.com and click the **"Alcohol"** tab.
2. While hovering over the **"Alcohol"** tab, click on **"Licensing Application"** under **"Licensees"**.
3. Log-on using your User ID and Password you created for renewing your License. Click **"Log On"**.
4. After a successful login, you will be taken to the **"Action List"** screen.
5. Click on **"Complete a Tax Report"**.
6. Select the license you wish to complete a tax report for from the **"License List"** screen and click **"Complete"**.

STEP 2

Enter Tax Information:

Note: Do not use commas when entering numbers.

1. **Beer Tax** - Enter gallons on hand at beginning of month and click **"Next"** at the bottom right corner of screen.
Note: This is the same as ending gallonage from the previous month's report.
2. **Purchases/Production During Month-** Enter production on screen. If you want to use ABD's excel file to record your production, refer to STEP 3. If entering manually, enter each item separately. For produced gallons record **"Produced"** in the **"From Whom Purchased"** field. If the size is not listed, there are drop down fields available to enter various sizes, or select Misc Gallons. After each entry, click on **"Add New"** to clear the screen to enter the next entry. If there are not enough drop downs to enter all the sizes for an invoice, click **"Add New"** and then finish adding the rest on the new screen using the same date and invoice number. If you only have one entry, you still must click **"Add New"** before moving to next screen. As you click on **"Add New"**, the information entered will appear at the bottom of the screen.

Enter Tax Information Continued:

If you require a total of sizes that are inputted on this screen or the following screens, click the "Download" button, or "Download Detail" on the bottom left hand corner of the screen and it will download a recap or totals in an excel file.

When all invoices have been entered, click **"Next"** at the bottom right corner of screen. If you have no purchases, click **"Next"**.

3. **Tax Exempt Sales to Iowa Licensed Wholesalers (Schedule A)** - Enter tax exempt sales on this screen. If the size is not listed, use the drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click **"Add New"** and then finish adding the rest on the new screen using the same wholesaler name and date. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. If you have no returns, click **"Next"**.
4. **Tax Exempt Shipments Out-of-State** - Enter tax exempt shipments out-of-state. If the size is not listed, use the drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click **"Add New"** and then finish adding the rest on the new screen using the same wholesaler name and date. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. If you have no returns, click **"Next"**.
5. **Breakage &/or Destruction (Schedule B)** - Enter breakage and/or destruction and the reason. If the size is not listed, use the drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click **"Add New"** and then finish adding the rest on the new screen using the same reason and date. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. If you have no returns, click **"Next"**.

Ending Inventory- Enter ending inventory for each size using the drop down, or use Misc Gallons. After each size is entered, click on "Add New" to clear the screen to enter the next size. If you require a total of sizes that are inputted on this screen, click the "down load" button on the bottom left hand corner of the screen and it will download a recap in an excel file. Click **"Next"** to move to the next screen.

6. **Gallage Report** - Recap of report and shows the gallonage tax due. "Gallons of Taxable Beer" will be equal to your monthly sales.
7. **Beer Tax Signature** - Enter name of person completing report and enter date in format mm/dd/yyyy. Enter banking information and click on "Finish". If you are not taken to a confirmation screen, your application was not submitted. If you are not taken to the confirmation screen, scroll to the top of the beer tax signature screen and read the error message, correct the issue, and click on finish again.

Information Upload

1. You must use the excel file that was sent with these instructions as your template or the upload will not work. You should use this template each month. Once you have your report complete, save it as something other than your template. The file is very sensitive to any changes that are made to the template file. Do not rearrange the order of the sizes or the upload will not work.
2. If additional lines are needed for a reporting month, please add additional lines by copying the last blank line on the excel file template. DO NOT enter info without copying one of the lines that were blank on the original excel file template or that information will not be recognized in your upload.
3. Before uploading the Excel file, ensure there are no blank copied lines at the end of the report or it will not upload correctly. You must delete any unused lines that already existed on the template or ones that you added.
4. When on the **"Purchases During Month"** screen, click on the "browse" button and double click on the file to be downloaded. When you have chosen the correct excel file,

click on "Upload" and all information will appear on the bottom of the screen.

5. If you get an error message after the upload attempt, look for a red error at the top of the screen. If you are still having issues please contact the accounting department contact listed below.

NEED HELP?

If you have questions regarding the wine gallonage tax reporting process, contact Leisa Bertram at 515.281.7370 or Bertram@IowaABD.com with questions or concerns. If you cannot reach Leisa, please feel free to contact Karen Freund at 515.281.7414 or Freund@IowaABD.com. These options are available Monday through Friday, 8:00 a.m. to 5:00 p.m.